



STATE OF SOUTH CAROLINA
DEPARTMENT OF CONSUMER AFFAIRS
CREDIT COUNSELOR
RENEWAL APPLICATION INSTRUCTIONS

Mailing Address
P.O. Box 5757
Columbia, SC 29250-5757

S.C. Code Ann. § 37-7-101 et seq.

www.sccconsumer.gov

803-734-4236

Street Address
3600 Forest Drive
Columbia, SC 29204-4406

Renewal applications must be postmarked by December 1st or the applicant will have to apply as new. If not renewing, notify the Department in writing.

Complete the Credit Counselor Renewal License Application and all additional forms in their entirety. Incomplete, illegible, or faxed applications will not be accepted. Incomplete information could result in the delay or denial of your application. Please **print or type** the application information.

Review: In order to accurately complete the RENEWAL application, verify the information the Department currently has on file concerning your Name, License Number, and the Organization and Locations where you are employed. It is posted on the website under "Verification".

Criminal Record Check: The Department will not require criminal record checks for counselors, unless they are new. Otherwise, these checks will be done on a random basis or when deemed necessary.

Fees: *All fees must accompany the application.*

- **Application Fee - \$40** A fee of \$40 must be sent with the application. All licenses expire annually on December 31st. Renewal notices will be mailed in September prior to expiration.

Continuing Education: Twelve (12) hours of Continuing Professional Education (CPE) must be earned by December 31st of every other year of licensure (every 2 years). When CPE is received, submit a copy of the Certificate of Completion to the Department.

Make Checks Payable To:

South Carolina Department of Consumer Affairs

Send Completed Applications To:

**SCDCA
Legal Division: Credit Counseling
P.O. Box 5757
Columbia, SC 29250-5757**

If you have any questions, please call:

Carri Grube
Vira Richburg

Staff Attorney
Program Assistant/ CPE Coordinator

803-734-4297
803-734-4209